



Safeguarding Children

Including Child
Protection Policy

CHILD PROTECTION: POLICY AND PROCEDURE	3
Church Details	3
Church Statement	3
Child Protection - Introduction and Policy	3
The Child Protection Co-ordinator.....	4
Definition.....	5
Recognition.....	5
Allegations of physical injury or neglect.....	5
Allegations of sexual abuse.....	6
Confidentiality of records.....	7
Recruitment, selection, training and supervision of staff and volunteers	7
Child Protection Procedure.....	8
Do not delay	8
Make written notes	8
Concern from something the child says	8
Referral process.....	9
Remember.....	9
Contact with the family	9
Recording	9
Concern about a staff member or volunteer	9
Harm, from or to, other children	10
Helping victims of abuse.....	10
Working with offenders	10
General Issues	10
CHILD PROTECTION: GOOD WORKING PRACTICES	11
Guidelines for touching	12
Fire procedure.....	12
First aid	13
Registration and collection of children.....	13
Ratios	14
Nappy changing.....	15
Potty training and taking children to the toilet	15
Additional activities.....	16
Using images of children.....	17
APPENDIX 1.....	18
Contact Details.....	18



CHILD PROTECTION: POLICY AND PROCEDURE**CHURCH DETAILS**

Sutton Vineyard is a Christian Church and a member of the Evangelical Alliance. Registered in England and Wales, Company No 033192, Charity No 1061363 Registered with the Churches Child Protection Advisory Service and compliant with the Data Protection Act 1998, the Protection of Children Act 1999, The Children Act 1989 & 2004, Working Together to Safeguard Children (2015) and The London Child Protection Procedures (2015).

CHURCH STATEMENT

Sutton Vineyard has a large and growing children's and young people's ministry and takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to its care.

The London Child Protection Procedures (2015) and Working Together to Safeguard Children (2015) outline the duties of all faith organisations in safeguarding and promoting the welfare of children in their care.

'Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding children and supporting families. Like other organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children, as described in paragraph 4 of chapter 2. (Working Together to Safeguard Children p64(2015).

CHILD PROTECTION - INTRODUCTION AND POLICY**"THE WELFARE OF THE CHILD IS PARAMOUNT"**

At Sutton Vineyard the safety and welfare of our children is of the utmost importance. Because of our regular contact with children, our staff/volunteers are well placed to observe the outward signs of abuse. All adults working in the church must protect children from harm and abuse. We have a duty to safeguard and promote the welfare of our children (*under 18 years*) under the Children Act 1989, the London Child Protection Procedures (2015) and Working Together to Safeguard Children (2015) through identifying any child welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

We also recognise that:

- all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm and abuse.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

In accordance with Paragraph 4, Chapter 2 of Working Together to Safeguard Children (2015) The Church has the following arrangements in place:

- a clear line of accountability for the provision of services designed to safeguard and promote the welfare of children

- a 'Named Trustee for Safeguarding' is responsible for the organisation's safeguarding arrangements
- a culture of valuing, listening to children and taking account of their wishes and feelings
- arrangements which set out clearly the processes for sharing information with professionals and with the Local Safeguarding Children Board (LSCB)
- designated leads for safeguarding 'The Child Protection Co-ordinators'
- ensuring safe recruitment practice in checking the suitability of all our staff and volunteers to work with children
- mandatory induction and training and raising awareness of child protection issues amongst all staff and volunteers and of what to do if they have concerns;
- developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- developing effective links with relevant agencies and co-operating as required with their enquiries regarding child protection matters and attending relevant meetings;
- establishing and maintaining a safe environment in which children feel secure and are encouraged to talk freely about anything that concerns them;
- ensuring children know there are adults in the church who they can approach if they are worried about anything;
- supporting children who have been abused or may be at risk of harm in accordance with any agreed child protection plan;
- ensuring we respond appropriately to any concern or allegation about a member of staff or volunteer; and
- ensuring staff follow accepted "safe practice" principles when working with children

If there are Child Protection concerns the **London Child Protection Child Protection Procedures** (5th Edition *London Safeguarding Children Board, 2015* must be followed (available from the child protection co-ordinator and available electronically only:

<http://www.londoncp.co.uk/>

THE CHILD PROTECTION CO-ORDINATOR

Any member of church concerned about a child must report concerns as soon as possible to one of the Child Protection Co-ordinators who are nominated by the Trustees to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. In urgent situations and if these people cannot be contacted, referral must not be delayed and individual volunteers must make a referral to the Multi-Agency Safeguarding Hub (MASH) or the Emergency Duty Team (EDT). **In an emergency contact the Police.**

The referrer must notify one of the Child Protection Co-ordinators as soon as possible.

They may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company. In their absence the matter should be brought to the attention of the Named Trustee for Safeguarding.

In addition they:

- act as the contact person within the church, providing advice and support and ensuring that all staff and volunteers are aware of their role;
- are responsible for co-ordinating action within the church on child protection issues;
- discuss individual cases with staff on a “need to know basis” to protect children's right to confidentiality;
- may need to represent the church at child protection meetings
- raise awareness about child protection on an ongoing basis
- arrange child protection training for **all** staff (paid or unpaid) regularly and keep it up to date
- ensure that they receive training suitable to their role that is regularly updated.

Members of the Church **should not investigate** child protection concerns. This is done by Children’s Social Care (in Sutton, the Children and Family Service) or the Police. However, if a child says something, it is vital to listen carefully, so you can record and report it accurately. Records will also assist other members of staff who may have concerns and will evidence any action taken by the Church.

DEFINITION

Safeguarding and promoting welfare relates to any child or young person (i.e. under 18 years of age) who has suffered from, or **may be at risk of** physical injury, neglect, emotional abuse or sexual abuse.

RECOGNITION

The first indication of concern about a child’s welfare is not necessarily the presence of a serious injury. For more detail please read ‘What to do if You’re Worried A Child is Being Abused’ (March 2015). Concerns may be because of:

- bruises or marks on a child’s body;
- remarks made by the child, another child or a parent or another adult;
- observations of the child’s behaviour;
- unexplained changes in the child’s behaviour or personality;
- evidence of disturbance or explicit detail about abuse or possible abuse in a child’s play, drawing or writing;
- evidence of neglect, failure to thrive or exposure to unnecessary risks;
- information about the parent(s) / carer(s) of the child or their home background.

ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT

If a child has a physical injury or symptom of neglect, the Co-ordinator will contact the Multi-Agency Safeguarding Hub (MASH) or Emergency Duty Social Work Team (EDT out of hours) or CCPAS for advice. In cases of deliberate injury or where concerned about the child’s safety: advice should be sought from statutory agencies or CCPAS before the parents are informed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future. Information will be shared with the pastoral care staff and other staff who have close contact with the child on a 'need to know' basis.

- where emergency medical attention is necessary it will be sought immediately. The Co-ordinator will inform the doctor of any suspicions of abuse. speak with the parent/carer unless to do so would place the child at greater risk.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Co-ordinator will

- contact the MASH, Emergency Duty Team (EDT) or The Police directly. The Co-ordinator will **NOT** speak to the parent/carer (or anyone else).
- if the Co-ordinator is unsure whether or not to refer, then advice from CCPAS, Sutton's MASH, EDT or The Police will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
- under no circumstances will the Co-ordinator or the Leadership Staff attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the social care services, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
- whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy should not delay referral. exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator as to the appropriateness of a referral that person retains a responsibility as a member of the public to report serious matters as above and should do so without hesitation.
- The Trustees will support the Co-ordinator in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

SPECIFIC SAFEGUARDING ISSUES

E-safety issues:

- Bullying (cyber bullying)
- Posting personal information
- Exposure to inappropriate content
- Exposure to racist or hate material
- "Sexting" – exposure to inappropriate messages
- To secretly communicate with children as part of the grooming process
- Encouraging violent or dangerous behaviour
- Physically harming young people through film
- Encouraging young people to run away

Being aware of these issues is essential to safeguarding our children and we are developing an effective e-safety policy and a safe practice document for staff (paid and unpaid).

Child Sexual Exploitation: Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship.

The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

FGM: Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. All staff need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. **Child protection procedures must be followed.** From October 2015 there is a mandatory reporting duty on teachers, social workers and healthcare professionals, to report to the police where they discover or suspect FGM has taken place.

Violent Extremism/Radicalisation: Since 1 July 2015 specified authorities are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 ("the CTSA 2015"), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Protecting children from the risk of radicalisation should be seen as part of our wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse.

Children Missing from Education: A child going missing from education is a potential indicator of abuse or neglect. If church staff become aware of a child who is not in education they should discuss this with the Child Protection Co-ordinator.

CONFIDENTIALITY OF RECORDS

Our children and their parents have the right to expect that all staff will deal sensitively and sympathetically with their situation. It is important that information is only available to those who need to know it. Parents and where appropriate children should be told their right to confidentiality may be breached if information comes to light suggesting possible harm to a child/young person. Child protection issues relating to individual cases must not be subject to open discussion in the church.

Members of staff should also remember not to promise children to keep "secrets"

RECRUITMENT, SELECTION, TRAINING AND SUPERVISION OF STAFF AND VOLUNTEERS

In our recruitment and selection of staff and volunteers we will at all times adhere to the appropriate guidance which followed the Bichard Enquiry Report ("*Working Together to Safeguard Children*", HM Government 2015)

The church is committed to ensuring that everyone working with children or young people:

- have undergone a disclosure check at enhanced level
- are adequately trained and supervised
- understand and follow the church's child protection policy

In SVC, volunteers currently staff nearly all the work with 0-18 year olds. It is important that these voluntary workers are chosen with care. In each case, the following appointment process will be completed;

- all prospective workers will be asked to complete a voluntary disclosure form the relevant disclosure checks will be requested. When the results of the checks are received the decision to appoint will be made by the Vineyard Kids Co-ordinator. Before disclosure checks have been completed a helper will NOT be left in sole charge

of any child.

- alternatively if a volunteer is a member of the DBS update service and consented to SVC checking their details online their current disclosure certificate can be accepted provided the system says there is no new information held on them.

The criteria for **NOT** appointing children’s workers are:

- disclosure of a previous offence against children or lack of a disclosure certificate.
- refusal to fully complete the application procedure.
- in the opinion of the Vineyard Kids Coordinator, the applicant is not suited to the job.
- refusal to attend the relevant training session.

Children’s workers will be given opportunities to meet together with a leader to discuss work programmes and areas of concern including issues relating to discipline.

All Vineyard Kids Age Group Leaders should be aware of concerns regarding individual children and be bound by confidentiality. The appointment of workers will be reviewed on a regular basis.

Where it may be appropriate to use volunteer parent/carer helpers, or under 16s to help provide additional support, these individuals will only be allowed to assist alongside an approved worker. They will NOT be left in sole charge of any child.

We keep a single central record of all staff/volunteers with the date and outcome of their disclosure check so that at all times carers and parents can be assured this has been done.

CHILD PROTECTION PROCEDURE

If concern arises about the welfare of a child the following procedure must be followed.

DO NOT DELAY

- tell the Child Protection Co-ordinator as soon as you can - it may be necessary to interrupt the service to do this
- early referral gives more time to offer help to the child and family before the situation becomes severe or serious
- when the matter is already severe or serious, early referral gives more time for others to protect the child

MAKE WRITTEN NOTES

- at the earliest opportunity make a written record of your concerns, using the ‘child welfare form’ as a template - record facts accurately and be clear when you are expressing an opinion and the basis for this - these forms will help to ensure accuracy in recalling events later - notes should be legible, signed and dated;
- these forms must be given to one of the Child Protection Co-ordinators as soon as possible who will store these in a locked filing cabinet.
- child welfare forms can be found at the welcome area, in kids groups or are available from the Child Protection Co-ordinators

CONCERN FROM SOMETHING THE CHILD SAYS

Listen - do not ask questions or interrogate.

Remain calm - if you are shocked, upset or angry the child will sense this and this could stop them from saying more.

Reassure - the child has done nothing wrong - tell them it is alright to talk.

Do not promise to keep it secret - tell them you cannot keep the matter secret and will need to take advice from someone who can help.

REFERRAL PROCESS

If a member of staff wishes to make a referral to MASH, EDT or to the Police they should consult one of the Child Protection Co-ordinators about how to do this. However, referral must not be delayed - if they are not available a senior member of the pastoral team should be consulted. All staff should know how to make a referral if necessary.

REMEMBER

- if in doubt, consult;
- do not ignore concerns, even if these are vague;
- your first responsibility is to the child and
- if you need help or support to manage your own feelings, this can be provided or alternative, appropriate services will be sought.

CONTACT WITH THE FAMILY

In cases where a minor physical injury causes concern, it is usual church practice to discuss this with the parent or carer. If the explanation suggests a non-accidental cause for the injury (or a failure to protect the child from harm), the parent or carer should be informed that the matter must be referred to the MASH.

In cases of possible neglect or emotional abuse, the concern may have built up over a period of time. There may have been discussion previously between church staff and the family about sources of help (e.g. the Children and Family Social Work Service), but if concerns persist, the child protection co-ordinator will need to refer to the MASH and will normally advise the family of this.

In cases where there are suspicions of sexual abuse, or fabricated or induced illness, or if to do so would put a child at greater risk, the child protection co-ordinator will seek immediate advice from the MASH, Emergency Duty Social Worker or The Police before discussing this with the family.

RECORDING

- all records relating to child welfare concerns will be kept secure in a locked filing cabinet at the church office - a chronology of concern should be kept;
- we will keep written records of any concerns about children even where there is no need to refer the matter immediately;
- information from records will only be used on a "need to know" basis;

CONCERN ABOUT A STAFF MEMBER OR VOLUNTEER

- allegations about a paid or unpaid member of staff must immediately be notified to the Safeguarding Trustee (or another Trustee if they are implicated) ;
- the Safeguarding Trustee must notify the Designated Officer in the Local Authority (Local Authority Designated Officer (LADO) in Sutton) of all allegations against staff (paid or unpaid) within one working day
- following consultation, the Safeguarding Trustee with the Designated Officer will agree on appropriate action;

- it is important to bear in mind that although the concern may relate to an individual child other children may also be at risk;
- if The Church removes an individual (paid worker or unpaid volunteer) from work with children (or would have, had the person not left first) because the person poses a risk of harm to children, Sutton Vineyard must make a referral to the Disclosure and Barring Service (DBS). It is an offence to fail to make a referral without good reason.
- if there is an investigation into a member of staff in regard to their own children's care; staff will be taken off SVK rota's until the outcome of an investigation is known and SVC have been notified by the Designated Officer in the Local Authority.

HARM, FROM OR TO, OTHER CHILDREN

- abuse or concerns about abuse or harm by other children/young people should be subject to the same safeguarding procedures as in respect of children/young people being abused by an adult;
- staff responding should be alert to the risk a child may pose to children other than any "current" victim; and
- children/young people who harm others are likely to have considerable needs themselves (e.g. subjected to abuse, witnessed domestic violence or committed criminal offences).

HELPING VICTIMS OF ABUSE

As a church we are committed to supporting victims of abuse, and encouraging them in their faith. This is achieved through the existing Pastoral care ministries within the church, and where appropriate, by referral to relevant external organisations.

WORKING WITH OFFENDERS

Where someone attending the church is known to have abused children, then whilst extending friendship to the individual, the Pastoral Staff in their commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep; this will be set out in a written contract They will not be permitted to work in Vineyard Kids. Trustees and the child protection co-ordinators should be informed that the meeting has taken place. Any breach in contract will lead to the person being asked not to attend Sunday services.

GENERAL ISSUES

All staff must observe the above policy and procedure at all times. They will be reviewed annually and as required in line with changes in local (LSCB) or national guidance.

This policy is based on a model child protection policy supplied by the Churches' Child Protection Advisory Service and a template for Schools provided by the Sutton Local Safeguarding Children's Board. A copy of the policy will be filed with CCPAS. This policy must not be copied by other churches/organisations without the written agreement of CCPAS.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:.....30/03/16.....(date) by the Child Protection Co-ordinator

CHILD PROTECTION: GOOD WORKING PRACTICES

We will strive to provide a safe environment for children. We aim to provide clear access and good lighting thus reducing the risk of physical injury. Team members will attempt to be aware of possible hazards in the room or in an activity, and do what they can to limit the risks. We will attempt to prevent or stop dangerous behaviour by the children.

Staff and volunteers should not normally be alone with a young person (of either sex). The occasions when a single adult is alone with a young person should be kept to a minimum, arranged so that other people are around, for example in a public place, or in an office with the door open and another member of the team should know that the meeting is taking place. If a worker invites a child into their home, this should be with the knowledge of the age group leader, and have written parent/carer approval. In some circumstances it may be unwise to invite a child on their own into a home. Staff and volunteers cannot depend on their reputation to protect them if an allegation was to be made. It is always possible that someone else may misinterpret their actions, however well intended.

All children/ young people should be treated with warmth, respect and dignity. Staff and volunteers should be aware how language style, voice tone, body language and dress may be perceived by individual children/young people.

No smoking is permitted.

Leaders and helpers in Vineyard Kids are expected to always:

- Respect everyone as an individual
- Respect everyone's right to personal privacy
- Be viable as a listening ear and, if necessary, refer for more appropriate help
- Be sensitive to other people's likes and dislikes
- Try to ensure that their actions cannot be misunderstood or cause offence
- Show understanding when dealing with sensitive issues
- Remember that they are accountable to the children, their parents/carers and the Church
- Report any concerns about children to one of the Child Protection Co-ordinators
- Report any concerns about the conduct of any adult leading Vineyard Kids to one of the Child Protection Co-ordinators.

Leaders and helpers should never:

- Permit abusive behaviour, e.g. bullying, ridiculing or taunting
- Have inappropriate physical or verbal contact with others
- Jump to conclusions or make assumptions about others without checking facts
- Encourage inappropriate attention-seeking behaviour such as 'crushes'
- Show favouritism to anyone
- Make suggestive remarks or actions, even in jest

- Deliberately place themselves or others in compromising situations
- Believe 'it could never happen to me'
- Promise confidentiality. Confidentiality should be maintained except where we deem a child or member of the public to be at risk of harm or if they are involved in something illegal

GUIDELINES FOR TOUCHING

- everything should be kept open. A hug in the context of a group is very different from a hug behind closed doors.
- touch should be related to the children's, rather than the worker's, needs.
- touch should be age appropriate and generally initiated by the young person rather than the worker.
- physical activity that is, or may be construed to be, sexually stimulating to the adult or the child must be avoided.
- children have the right to decide how much physical contact they have with others except in the circumstances when they need emergency medical attention.
- under no circumstances should physical (or emotional) punishment be used.
- workers should monitor one another in the area of physical contact and point out anything that could be misconstrued.
- concerns about abuse should always be reported.

FIRE PROCEDURE

This is a simple procedure for evacuating the children from their groups.

On hearing the alarm

- The group leaders are to escort the children out of the building, taking the sign-in sheet with them
- The nearest unrestricted fire exit should be used
- Any Vineyard Kids age group leader or staff member on site should assist (if safe to do so) with the evacuation of Jelly Babies and Jelly Tots.
- As soon as the group has left the building, a check must be done to confirm that all signed-in children are present
- If any child is missing, the **Fire Incident Controller** must be informed immediately.
- Proceed to the assembly point. Vineyard Kids will line up in group order.
- The group leader remains responsible for the children until they are signed out in the normal way

Parents MUST NOT go to their child, Children must not be allowed to go to their parent until they have been signed out.

Assembly Point

In the upper playground (the cage)

Location of nearest Fire Exits

Jelly Babies, Jelly Tots, Jelly Beans, Skittles and groups in kids worship

At the far end of the kids corridor leading into the car park OR

The entrance by the main reception

Dolly Mixtures and Humbugs

External doors from the classrooms

Ignite

Down the stairs at the far end of the corridor and out of the doors leading in to the car park OR

Down the main stairs into the foyer and out through the main doors

Any groups that are in the gym

External doors from the gym

FIRST AID

Every effort is made, through planning and supervision, to ensure the safety of our children in Vineyard Kids. However, from time to time, accidents do happen.

- There will be clearly marked First-Aid boxes available at all activities. First aid should be carried out by a trained first aider if one is on site.. Sutton Vineyard will check the First Aid boxes on a regular basis.
- Any accidents or incidents must be recorded in the Accident/Incident Book, and the parent/carer should sign to show that they have been made aware. The Sutton Vineyard Kids Co-ordinator should also be informed and the accident book filled in.
- If a parent needs to be called from the service, the house manager must also be informed. *If more help is required, the house manager is the first point of call and will contact the duty First-aider if necessary.*
- Minor accidents which do not require a parent being called must also be reported in the accident book
- First Aid boxes are available for use by First-Aiders and by parents treating their own children. First Aid boxes and accident books can be found:
 - at the welcome area, in the welcome team box
- Workers must notify any issues which might affect their ability to function as a Sutton Vineyard Kids Worker to the Sutton Vineyard Kids Coordinator. Misuse of alcohol and other substances, including some prescription medications may affect their judgement and/or character and/or ability to put the child's safety first.

REGISTRATION AND COLLECTION OF CHILDREN

In order to minimise the risk of children being released into unsafe or unsupervised areas, and to ensure that each child is returned to the correct parent/carer, the sign-in procedure will be followed

Sign-in is from 9.10/10.50. Please sign your children in before the service starts at 9.15/11am - this minimises disruption for the other children, enables the group leaders to run the group as planned and allows your child to make the most of the morning in VKS.

- Every child is to be signed in by an adult (over 18).

- The adult who signs the child in will be given the **child's name tag** by a kids leader.

Sign-out is after the service has finished at 10.30/12.15 Please collect your child on time as this blesses both your child and the team who are trying to clear up.

- A child can be collected by an adult or teenager with the **child's name tag**.
- A parent may give their **child's name tag** to another adult or teenager who is then responsible for collecting their child
- The person collecting the child will sign the sign-out sheet.
- If the **child's name tag** has been lost, then an adult, preferably the person who signed the child in must collect the child and must complete and sign a short form (example below). These forms should be attached to the sign-out sheet and will be collected and taken back to the office.

<p>The name tag for _____ cannot be found.</p> <p>The above child has been signed out on the sign-out sheet and has been released to me.</p> <p>Signed: _____ Name: _____ Date: _____</p>

Sign-in sheets must be kept with a group leader at all times so that they are accessible in the event of a fire. (e.g. the list should be accessible during worship or gym time).

New children:

Children whose names are not on the sign-in sheet will need to complete either a **Kids registration form**. They will need a **temporary child's name tag** (name to be handwritten), and can be added to the bottom of the sign-in sheet under "Visitor"

VKS registration forms are for all *regular members*. These can be found with the sign-in sheets or at the welcome desk. Once completed, should be put in the offering box or handed back to the welcome team. Once a form has been completed, a proper **child's name tag** will be issued and the child's name added to the correct sign-in sheet for the following month.

Fusion and Ignite:

Attendance of the young people in Fusion and Ignite will be recorded in books which are kept in the Fusion & Ignite boxes. Attendance at youth meetings at the church centre will be recorded in a book which is kept on the book shelf at the church centre.

RATIOS

We will aim to observe the ratios for voluntary organisations recommended by the NSPCC, which are;

- Age 0-2 yrs: 1 adult to 3 children
- Age 2-3 yrs: 1 adult to 4 children
- Age 4-8 yrs: 1 adult to 6 children
- Age 9-12yrs: 1 adult to 8 children

Therefore, in Vineyard Kids the recommended ratios are:

group	ratio
Jelly Babies	1 adult to 2 children
Jelly Tots	1 adult to 3 children
Jelly Beans	1 adult to 4 children
Skittles	1 adult to 5 children
Dolly Mixtures	1 adult to 7 children
Humbugs	1 adult to 8 children

It may not always be possible to adhere to these recommended ratios. However, every effort should be made to achieve the best level of supervision of children at all times

In circumstances where it is necessary to depart from agreed procedures, say in an emergency or for some valid reason (perhaps to protect a child), permission should be sought in advance from a leader or reported immediately afterwards where this is not possible.

NAPPY CHANGING

- team members are not to change a child’s nappy unless specifically given permission by the parent/carer signing the permission sheet on registration.
- nappy changing should take place within the room that the session is being held and must be carried out by a team member who has a **current disclosure certificate**, and preferably in the presence of another adult.
- If written permission has not been given to change a baby/toddler’s nappy then the parent/carer should be fetched if a nappy requires changing.

POTTY TRAINING AND TAKING CHILDREN TO THE TOILET

- children will only be taken to the toilet by a team member who has a **current disclosure certificate**.
- a child and adult must never be alone together in the toilet area (unless the adult is that child’s parent/carer).
- for children up to age 7, one toilet visit (preferably) will be announced during the session and one team members will take a group of children to the toilet, maintaining appropriate adult/child ratio whenever possible.
- If a child needs to go to the toilet at another time (bearing in mind they may need to go urgently) the team member **must take another child along with them**. Team members are not to take one child on their own.

- girls should be taken to the female toilets because of possible embarrassing situations in the male toilets. Boys To age 5 may be taken either to the female or male toilets.
- if a child is undergoing potty training then this should be discussed with the parent/carer at the beginning of the session.
- if a child is being helped on the toilet then the toilet door must be left open. The team member helping a child who is being potty or toilet trained must allow the child to do as much for themselves as possible which may require asking the child a series of questions (requiring yes or no answers) e.g. Do you need help taking down your trousers? or do you want help getting onto the toilet?
- if a child is fully toilet trained then the team member should wait outside the cubicle holding the door closed.
- team members should encourage all children to wash their hands after using the toilets.
- if a child wets or soils their clothes then the child should be changed, if spare clothes have been left, or otherwise the parent/carer should be fetched. A second adult should be present where removal of a child's clothing is essential (e.g. soiling or medical accident).
- a team member should not use the toilet themselves, when a child is present.
- young people over 7 can use the toilet by themselves unless the facility is open to the general public, in which case they should go in groups accompanied by an adult of the same sex. Children in Dolly Mixtures and Humbugs upwards can go to the toilets themselves. Although the school is 'open', generally only Sutton Vineyard members are present. A house manager will be patrolling corridors and the atrium and will be aware of other people present.
- if parents/carers do not wish children to be taken to the toilet by team members, they should discuss this with the leaders who will then fetch the parent if the child needs to go to the toilet

ADDITIONAL ACTIVITIES

Where we organize additional activities for children/young people we endeavour to arrange adequate supervision of those attending. The following guidelines should be adhered to:

- the appropriate age group coordinator should be contacted and a risk assessment of the activity should be undertaken.
- a parent/carer consent form, specifically relating to this activity, must be completed before the child/young person undertakes the activity. For young people in Youth, a consent form will be completed at the start of each school year.
- lifts home after an event need to be organised to ensure that everyone is safe;
- transportation should be with parent/carer consent and the knowledge of another member of staff or the age group coordinator. Age appropriate car seats must be used except in unplanned or urgent situations (e.g. a parent being ill or absent at the end of a group or activity). In some cases it may be unwise to carry a particular child on their own. The driver should wait to see that all children/young people safely enter their destination before leaving. When transporting children or young people, all relevant road traffic legislation should be strictly adhered to.

- when planning residential activities, single sex sleeping arrangements must be made.

USING IMAGES OF CHILDREN

Sutton Vineyard Kids leaders **should not** take photos or video footage of children (under 12 years of age) during Vineyard Kids session or other Vineyard Kids activities. Older children need to be assessed to ensure they are consenting in an informed way.

Occasionally, Sutton Vineyard arranges for photographs to be taken or video footage to be recorded of children involved in all Sutton Vineyard activities. These occasions will be pre-planned and agreed with the Vineyard Kids Ministry Leader. Therefore the photographer will be made aware of who can and cannot be photographed/videoed.

These images* may appear in our printed publications, on our website and be used during Sunday services. The images will only be used subject to certain conditions, noted below.

To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used.

If you do not want Sutton Vineyard to take photos or video footage of your child, you must let us know, otherwise, we will assume implied consent for taking photos and video footage.

Conditions of use

1. We will not include details or names of any person in an image on our website, or in printed publications.
2. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.
3. We will only use images of children fully clothed, to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth group's swimming activity.
4. You may withdraw consent at any point by filling in a new information form.

Please note that the Data Protection Act 1998, and hence these working practices, does not apply to images taken for personal use. The Act notes, at Section 36, that '*personal data processed by an individual only for the purposes of that individual's personal, family or household affairs (including recreational purposes)*' are exempt from the Act. This would include photographs taken by family members of their children at church events.

When at church events (eg church picnics) where photos are being taken by family members, it is suggested that, out of courtesy for other families who may not want the children in their care to be photographed, you seek permission from parents or carers before photographing other children and before posting photos online.

*Definition: Within this context of using images of children, an image of a child is one that is facially recognisable. Consent is not required for other images of children where the face is obscured or blurred and the child is therefore facially unrecognisable.

APPENDIX 1

CONTACT DETAILS

Child Protection Co-ordinators:

Lynne Rigg	07954 381 188	020 8337 4934
Bev Clark		020 8642 4455

Safeguarding Trustee:

Katherine Bochenski

Vineyard Kids Co-ordinator:

Bev Clark

Fire Incident Controller:

Jon Dowdewell

Churches' Child Protection Advisory Service (CCPAS) – P.O. Box 133, Swanley, Kent, BR8 7UQ

0845 1204551 or 0845 1204550.

LB Sutton's Multi-Agency Safeguarding Hub (MASH) – 020 8649 0418

LB Sutton (out of office hours) Children & Families Emergency Duty Team (EDT) – 020 8770 5000

LBS Head of Referral, Assessment and Safeguarding – 020 8770 4306 (if unavailable ask for the deputy or contact the MASH)

LBS Education Safeguarding Children Adviser (school age children) – 020 8649 0414 (if unavailable contact the MASH)



Affiliated to  vineyard churches

Church Office & Church Centre
Stayton House, 93 Stayton
Road, Sutton, Surrey, SM1 2PS
Tel: 020 8642 4455